

## **Minutes of the Finance Committee**

**Wednesday, March 16, 2011**

Chair Haukohl called the meeting to order at 8:36 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Rob Hutton, Bill Zaborowski, and Dave Falstad. Jim Heinrich arrived at 9:16 a.m. Falstad left the meeting at 11:30 a.m. **Absent:** Pamela Meyer and Ted Rolfs.

**Also Present:** Chief of Staff Mark Mader, Inspector Steve Marks, Business Manager Lyndsay Johnson, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, Information Systems Manager Mike Biagioli, Collections & Business Services Manager Sean Sander, Emergency Management Coordinator Bill Stolte, Senior Financial Analyst Clara Daniels, Criminal Justice Collaborating Council Coordinator Rebecca Luczaj, Budget Specialist Linda Witkowski, and Legislative Associate Mary Pedersen.

### **Ordinance 165-O-107: Amend Sheriff's Department 2011 Budget Expenditure Of Office Of National Drug Control Policy Cooperative Agreement Funds**

Marks explained this ordinance which appropriates \$14,310 of unexpended 2010 High Intensity Drug Trafficking Area money to pay for overtime and equipment associated with enforcement efforts. This includes \$5,310 for overtime and related benefits, \$2,000 for digital optics and camera upgrades, and \$7,000 for GPS vehicle tracking equipment.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-107. Motion carried 4-0.

### **Ordinance 165-O-108: Accept 2011 State Of Wisconsin Department Of Transportation Highway Safety Grant And Modify Waukesha County Sheriff Department's 2011 Budget To Authorize Grant Expenditures**

Marks and Johnson were present to discuss this ordinance. Marks advised that the department had originally budgeted \$20,000 but will actually receive an \$80,000 DOT grant to reduce alcohol impaired driving and alcohol related crashes. Marks said \$33,360 will be used to pay for overtime costs associated with targeted enforcement activities and \$12,090 will be used towards enforcement equipment purchases such as fluorescent traffic vests (federally mandated). Johnson said the grant may be more than what is needed and, therefore, they are appropriating what they think they will use. If they can use more grant money in the future, an ordinance will be submitted for consideration. Johnson advised the funds need to be expended by the end of September, 2011.

Due to questions at the Judiciary & Law Enforcement Committee, Mader clarified that \$12,090 will be used to purchase not just clothing, but also handheld speed measuring devices and antenna devices.

Johnson indicated about \$25,000 will be used for additional patrol in the City of Pewaukee for areas with a high number of accidents and crashes. Since the Sheriff's Department now provides contracted coverage for the City, the department received the City's allocation.

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-108. Motion carried 4-0.

### **Annual Report on Employee Performance Evaluation and Awards**

Sgarlata-Lutz and Richter distributed copies of “Waukesha County Non-Represented Pay for Performance Compensation” for educational purposes, and “Performance Awards Based on 2007, 2008, 2009, and 2010 Performance.” Richter gave history on the system and briefly explained how it works.

Heinrich arrived at 9:16 a.m.

For 2010, Sgarlata-Lutz advised the total possible cost if everyone received the maximum base and non-base awards would have been \$1,062,601. The total actual cost for base and non-base awards was \$581,073. A total of 335 County employees were eligible for base and non-base awards in 2010. The total cost for non-base awards (non-base accumulating) was \$400,103 – 335 employees were eligible and 280 received awards. The total cost for base awards (awards added to base salaries) was \$180,970 – 166 employees were eligible and 154 received awards. Richter went on to review the summaries on performance evaluation ratings and awards for all County employees who are program eligible.

MOTION: Zaborowski moved, second by Hutton to accept the Annual Report on Performance Evaluations and Rewards. Motion carried 5-0.

### **Update on Information Technology Projects**

Biagioli explained that the projects being discussed today are those that involve a change in scope or have been impacted by something from the outside.

*Financial Management Information System (FMIS) Replacement:* Biagioli said they are looking to replace the Oracle Government Financial system with something less expensive that does the job just as well or better, based on a consultant’s recommendation. After an RFP process, they were unable to select a vendor for the asset management capital project. This was then incorporated into the FMIS replacement RFP which in turn, was delayed by two months. At least two vendors had indicated they will respond to this RFP but were unwilling to respond to an RFP for asset management alone. The new RFP will be issued on March 28 with vendor selection to occur in May. It is anticipated that the Budget Production module will go live in April of 2012 and the full system is expected to go live by year-end 2012 – an aggressive plan. Current budget projections are on target.

*Tax Records Replacement:* Sander said while this project has been delayed it is not expected to go over budget. This project includes six modules, some of which are complete and working well. They are continuing to work with the Treasurer on the Tax Collection module and will continue until she is satisfied with it, within reason, and there may be a need for compromise. They are still working to complete the Data Warehouse piece and the Tax Collection piece. They are making good progress and are hoping to switch over the system in April or May of this year with reassessment at that time.

*Countywide Cashiering:* Sander said they are continuing to work on implementation. The largest area currently being worked on is working in conjunction with the tax project to get the collections part implemented in the Treasurer’s Office. They are making progress although there is an enhancement the vendor said would be completed earlier but is not and this is affecting the project’s timeline. Staff will continue to put pressure on the vendor until this is resolved but instead of a May timeframe, it will probably be towards the end of the third quarter. Biagioli said another major component of this system is affecting the golf courses. They will continue with the current system for the 2011 season and

function fine but in order to process credit cards in a timely fashion, a fully integrated system needs to be in place. The last phase of this project is tied to when the Computer Aided Dispatch (CAD) system is in place which won't be until the end of this year. Once the major upgrade is complete on the Spillman system, staff can finish the cashiering component in the Sheriff's Department. Biagioli said we won't see this capital initiative complete until well over a year from now.

*Re-engineering Information Technology:* Biagioli said a consultant has recommended the Information Technology Division be treated more as a business and that a Business Services area be implemented. There had been four areas within the division and now there are three, each dedicated to certain components: project management and business analysis, application support and web support, and maintaining the infrastructure and day-to-day operations. They also decided a common tool was necessary to manage significant projects as it relates to staff allocation. The RFP to identify the appropriate tool came back in November of 2009 and none of the respondents were within price range. The RFP was redefined during 2010 and resubmitted. A vendor has been chosen although the contract is still being developed by Purchasing staff. In addition, when and if they decide to re-do the courthouse, Biagioli said it makes sense, fiscally, to build a regional data center whereby other municipalities can also take advantage of the costs savings. Biagioli said he will be putting together a marketing plan in the event this occurs.

*Enterprise Content Management:* Biagioli said after the contract for a consultant to help build an email archiving and document management plan was awarded, he found out that Stellent, our imaging system, was purchased by Oracle. Oracle advised the product had about two years remaining before we would have to switch to their new imaging system. This would include a new licensing component and we would have to use Oracle support to maintain the system at a higher cost than our current vendor. The consultant will look into these issues and determine the best way to move from Stellent to a new imaging system, particularly important to Records Management. Beginning today, the consultants will begin working with Information Systems staff to build network and software environments for two departments (as a pilot program) to define classification of documents, retention periods, etc. Biagioli expects by the end of May, we will have a working environment and staff training will have been completed, and by the end of June the departments will actually be using it. A target date of December 31, 2015 has been established to implement this countywide.

*Automation for Health & Human Services:* Biagioli said the RFP for PeopleLink replacement has been approved and was signed off by Health & Human Services. The target has been adjusted several times. Current projections have the RFP being published in July 2011 with vendor selection anticipated for September and completion of system integration slated for 2013. Sander said this is a high risk area with respect to getting this done due to the complexity of the department and difficulty in finding appropriate vendors. Biagioli said state and federal mandates have and will continue to make this even more complex. However, he believes we will receive some good responses to the RFP.

**Ordinance 165-O-104: Accept Homeland Security-Urban Area Security Initiative FFY2010 Program Funding And Modify The Emergency Preparedness 2011 Budget To Appropriate Grant Revenues And Expenditures For Emergency Operations Center Teleconferencing And Workstation Upgrades**

Stolte explained this ordinance which involves accepting an \$8,000 federal grant to improve teleconferencing and workstation equipment at the Emergency Operations Center. The funds will be used to enhance conference calling equipment and lines and for mobile workstations to improve workflow and workspace flexibility.

MOTION: Falstad moved, second by Heinrich to approve Ordinance 165-O-104. Motion carried 5-0.

**Ordinance 165-O-105: Accept Homeland Security-Urban Area Security Initiative FFY2010 Program Funding And Modify The Emergency Preparedness 2011 Budget To Appropriate Grant Revenues And Expenditures For Purchase Of An Incident Management Team Trailer**

Stolte discussed this ordinance which involves accepting a \$75,000 federal grant for an incident management team trailer on behalf of the City of New Berlin. It will be deployable throughout Waukesha County and the UASI region as a Mutual Aid Box Alarm System (MABAS) asset.

MOTION: Zaborowski moved, second by Heinrich to approve Ordinance 165-O-105. Motion carried 4-1. Hutton voted no.

Hutton referred to this as an unfair grant expenditure.

**Ordinance 165-O-106: Accept Homeland Security-Urban Area Security Initiative FFY2010 Program Funding And Modify The Emergency Preparedness 2011 Budget To Appropriate Grant Revenues And Expenditures For Portable Surveillance Camera System**

Stolte reviewed this ordinance which involves accepting a \$45,000 grant to fund a portable surveillance camera system. The grant/system is for Menomonee Falls and Waukesha County is acting as the pass-through agency. The system will monitor key resources, critical infrastructure, and other hazard events to minimize potential impact upon resources and infrastructure, as well as aiding in crime prevention/apprehension.

MOTION: Falstad moved, second by Heinrich to approve Ordinance 165-O-106. Motion carried 4-1. Hutton voted no.

**Update on Alcohol Treatment Court Fees and Revenue Goals**

Luczaj distributed copies of an updated report entitled "Alcohol Treatment Court Program Fee Revenue Summary – 2009 to 2011" which included information on actual and budgeted revenues. Fees for this program were implemented in June of 2009. For 2010, \$42,000 was budgeted for revenues and actual revenues totaled \$26,559. Staff were aware last year that revenues would not meet budget so arrangements were made to compensate for all but \$1,784 of the shortage which she explained further. Luczaj referred to the fee scale which ranges from \$25 to \$200 per month based on income. There were more underemployed and unemployed individuals entering the program than anticipated and, therefore, less revenues. Projections for 2011 were readjusted to \$30,000. By the end of February 2011, actual revenues totaled \$7,460, almost 25% of their goal for the year. She expects this trend to continue and also expects to better gauge revenues in the future.

Heinrich requested information on cost per graduated client versus what they actually pay, on average. Daniels noted an average cost of \$2,047 per client. Luczaj said she will gather more information and email it to the committee. Haukohl noted this is a cost avoidance program and recidivism is being tracked.

MOTION: Hutton moved, second by Falstad to accept the report on Alcohol Treatment Court fees and revenue goals. Motion carried 5-0.

### **Capital Projects Cost Performance Report and Approve Closeout Reserves**

Witkowski reviewed her report which included information on project number/title, project status (percent complete), and funding appropriations and balance. No major concerns were voiced.

Falstad left the meeting at 11:30 a.m.

Staff are requesting that the highway project reserve account be increased by \$7,910 for the CTH SR, Fox River Bridge and approaches project. After funds have been reserved, the project will be closed.

MOTION: Heinrich moved, second by Hutton to approve the \$7,910 increase in the reserve account. Motion carried 4-0.

### **Approve Minutes of 3-2-11**

MOTION: Zaborowski moved, second by Heinrich to approve the minutes of March 2. Motion carried 4-0.

### **Schedule Next Meeting Dates**

- April 6 & 20

### **Chair's Executive Committee Report of 3-14-11**

Haukohl highlighted the following items discussed at the last Executive Committee meeting.

- Heard an update on UW-Extension's 2010 goals and objectives.
- Approved the appointments that were included in the last set of County Board referrals.
- Toured the Secure Corridor project.
- Hutton's resolution supporting Governor Walker's budget repair bill, particularly to eliminate collective bargaining rights, was defeated 3-4.

### **Announcements**

Zaborowski advised that Aging & Disability Resource Center Manager Cathy Bellovary gave a presentation on what the budget cuts might mean for her division. Zaborowski said it will be very difficult when the governor caps the Family Care Program and waiting lists begin.

### **Meeting Approvals**

MOTION: Heinrich moved, second by Hutton to approve attendance for any committee members wanting to attend the Wisconsin Counties Association-sponsored educational seminar on March 28 in Stevens Point entitled "Public Employment Change in Wisconsin – What it Means for Counties." Motion carried 4-0.

MOTION: Heinrich moved, second by Zaborowski to adjourn at 11:45 a.m. Motion carried 4-0.

Respectfully submitted,

Pamela Meyer  
Secretary